

**RAINBOW RIDER TRANSIT BOARD
JOB DESCRIPTION
2014**

JOB TITLE: Driver

REPORTS TO: Transit Director

A. POSITION PURPOSE

The focus of this position is to provide safe, customer service-oriented transportation to all passengers of Rainbow Rider. Drivers are responsible to provide all transportation assignments from the dispatch center and to provide on-time, reliable service in the safest manner possible and according to system policies and procedures.

B. DISTINGUISHING FEATURES

Drivers must have knowledge of all federal, state, and local laws related to the operation of transit vehicles; knowledge of the communities in the service area as well as familiarity with the major roads and retail and medical destinations in the region; and knowledge of the operations of a transit vehicle including the wheelchair lift and tie-downs.

C. FUNCTIONS

In providing all transportation services, the Driver will:

1. Be capable of safely driving a public transit vehicle.
2. Communicate clearly, effectively, and completely in a way that makes passengers feel valued and appreciated.
3. Be able to read, write, and clearly speak the English language.
4. Demonstrate the knowledge of streets, highways, retail centers, medical clinics and hospitals, cities, towns, and counties in the Rainbow Rider service area.
5. Demonstrate the ability to read a map.
6. Have thorough knowledge of the Rainbow Rider program including the services, routes, schedules, fare structures, and policies and procedures.
7. Pass training courses on safety, defensive driving, lift operations, Rainbow Rider operations policy manual, and passenger assistance.
8. Demonstrate the knowledge and ability to perform preventive maintenance checks and complete pre- and post-inspection reports.
9. Be capable of operating the lift and tie-down equipment. Must be capable of operating the lift manually.
10. Be capable of using safety equipment, and the two-way radio equipment according to standard radio protocols.
11. Demonstrate the ability to accurately maintain a driver's route and schedule log.
12. Keep simple records and reports including time records, driver manifests Accident/incident reports and pre- and post-inspection reports.
13. Be knowledgeable of and comply with Rainbow Rider policies and procedures on the use of the telephone, two-way radio equipment and mobile data terminals.
14. Wear the designated uniform, including shirts, pants shorts, jackets, caps and/or nametags at all times while on duty.
15. Not use tobacco products, eat, or drink except at scheduled breaks or meal times and at no time while in or near the vehicle or while providing service to others.
16. Attend all training and educational sessions as directed.
17. Not decorate or place personal items in transit vehicles that are not necessary to the conduct of his/her duties.

18. Keep an accurate timepiece in clear sight at all times of operation.
19. Be capable of collecting the required fares in accordance with Rainbow Rider's required fare structure.
20. Accurately log all incidents and accidents in the dispatch log and report all information to the dispatch center.
21. Be able to lift twenty-five (25) pounds, carry up to three (3) packages, and otherwise provide assistance to passengers.
22. All other duties as assigned by the Transit Director or Rainbow Rider Transit Board

D. EDUCATION

Graduation from high school or possession of a GED certificate. Possession of a Commercial Driver's License (CDL) with a Passenger Endorsement.

E. EXPERIENCE

Three years experience of professional driving and one year of customer service preferred.

F. STAFF SUPERVISION

None.

G. CONTACT WITH OTHERS

This position includes daily contact with the Head Dispatcher, Dispatchers, Drivers, and other personnel and passengers, contract holders, and caregivers.

H. WORKING CONDITIONS

The majority of the work will be performed in a Rainbow Rider transit vehicle.

I. PHYSICAL REQUIREMENTS

The Driver must be able to:

1. Visually inspect vehicles and schedules and communicate verbally.
2. Drive a car and a transit bus.
3. Lift 25 pounds and up to three packages at one time.
4. Manually operate the wheelchair lift and bend over and/or kneel down to perform wheelchair tie downs.

J. CRIMINAL BACKGROUND CHECK AND DRUG AND ALCOHOL TESTING

The position is subject to pre-employment and annual criminal background checks and to pre-employment, random, and reasonable suspicion drug and alcohol testing.

K. FEDERAL MOTOR CARRIER SAFETY REGULATIONS SECTION 391

This position is subject to pre-employment and annual Department of Motor Vehicle checks, and to pre-employment checks of job performance including but not limited to results of prior drug and alcohol test results.